



**GRADUATE SPORTS  
ASSISTANT  
(PART-TIME, FIXED-  
TERM)**

**CANDIDATE  
INFORMATION PACK**



**SIR WILLIAM PERKINS'S  
SCHOOL**

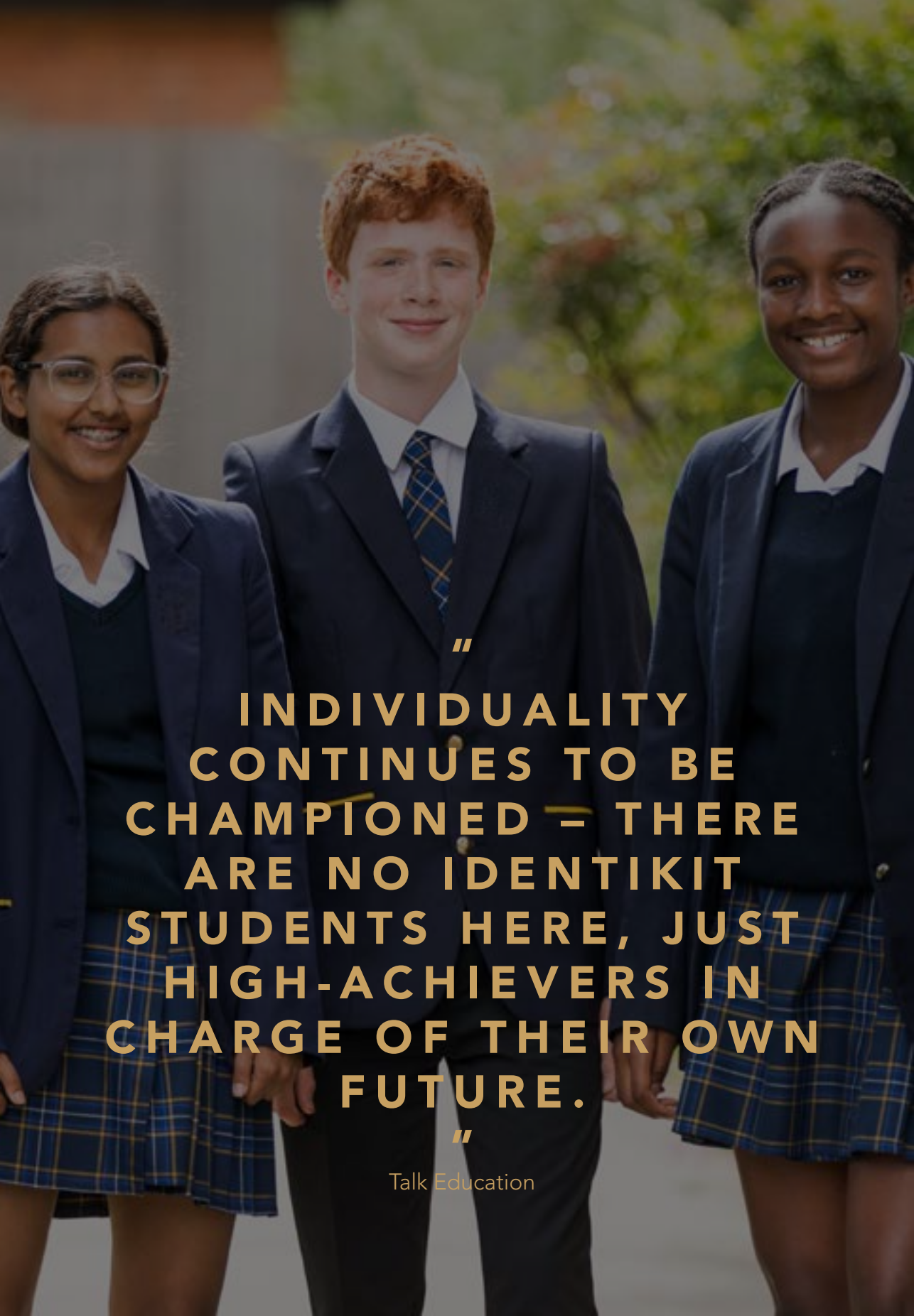
A young boy and girl in school uniforms are walking on a paved path outdoors. The boy is on the left, wearing a dark blue suit jacket, a white shirt, a blue and white patterned tie, and dark trousers. He has a backpack on. The girl is on the right, wearing a dark blue blazer, a white collared shirt, a dark blue sweater, and a blue and white plaid skirt. She is also wearing glasses and has a backpack on. They are both smiling and looking at each other. The background shows a brick building with a blue door, green foliage, and a tree.

## WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

It is our pleasure to introduce you to our wonderful school; a lively and welcoming community where every student is supported to achieve great things, and where curiosity, ambition and generosity thrive. At Sir William Perkins's School, students are at our heart. We expect the best from them, and in return they can expect the best from us. We provide teaching of the highest quality, where each individual is stretched and challenged and given the tailored support and attention required. We are a warm and friendly school: we know our students, their talents, hopes and aspirations, and we work with them to develop confidence, leadership skills and an ability to collaborate with others. With access to a diverse co-curricular programme, students are accomplished all-rounders with university statements studded with personal achievements and successes. Our students leave us in Year 13 with determination and clearly defined ambition, ready to make their mark on the world.

Sir William Perkins's School is a high-performing independent school for approximately 600 students aged 11 – 18 years. In September 2026, boys will be joining the school in years 7 and 12, with a phased move to co-education by 2030. The Head is a member of both HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.



“  
**INDIVIDUALITY  
CONTINUES TO BE  
CHAMPIONED – THERE  
ARE NO IDENTIKIT  
STUDENTS HERE, JUST  
HIGH-ACHIEVERS IN  
CHARGE OF THEIR OWN  
FUTURE.**  
”

Talk Education

## OUR VISION



Our vision reflects our shared sense of purpose, aiming to create an environment that supports each person's success whilst recognising the importance of working together to build a strong, purposeful community and a sense of belonging.

## OUR MISSION



To champion the individual and build confidence, integrity, and excellence. Our holistic education promotes innovation and creativity both inside and outside the classroom. Our values of curiosity, ambition and generosity enable our students to go beyond academic success, leaving the school as conscientious, world-ready individuals.

## OUR VALUES



We seek to nurture in every student the values of curiosity, ambition and generosity. Curiosity about our world and our future. Ambition for ourselves and for others. Generous with our thoughts, our gifts and our time. We seek to build confidence, integrity, and excellence in a caring, innovative, and happy community, so that each pupil leaves having been given the best possible chance of achieving their full potential, taking with them sound values, breadth of skills and knowledge, and ready to take on the world.

# ABOUT US

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Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2024 notes that "Pupils demonstrate excellent social awareness and they grow up to be poised, confident, and articulate." Our latest Good Schools Guide Report, conducted in March 2025 describes the school as "Big enough to thrive, small enough to care, SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at [www.swps.org.uk](http://www.swps.org.uk)





# GRADUATE SPORTS ASSISTANT (PART-TIME, FIXED-TERM)

ACCOUNTABLE TO DIRECTOR OF SPORT

PART-TIME, FIXED-TERM

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

## JOB PROFILE

Reporting to and working with the Director of Sport, the post holder will be responsible for assisting the delivery of Sport & PE Curriculum lessons and Co-Curricular Sport across all year groups. They will also work closely with the Heads of Sports to support the development of all students whatever their ability. Netball, Hockey and Cricket are the major sports at Sir William Perkins's School with significant curriculum and co-curricular time devoted to football, athletics and tennis amongst many other activities. The post holder will be expected to specialise in at least one of the major sports and have experience, interest and enthusiasm towards other areas of SWPS Sport.

This role is an opportunity for a graduate to experience life within a busy Sport and PE Department which is rapidly developing in all areas of its provision. The post holder may have desires to become a fully qualified teacher in the future and/ or wish to build on their previous experiences as a coach.

## ACCOUNTABILITIES AND RESPONSIBILITIES

### Core Duties

Uphold and promote the SWPS Mission Statement 'to provide an enriching experience so that all students have opportunities to participate in a variety of physical activities and adopt a healthy, active lifestyle'.

Help maintain and build on the co-curricular provision offered to a wide range of students at participation, progression and performance levels.

Plan and teach challenging, well-organised sessions and sequences of sessions to support students of all abilities.

Assist with the analysis of player performance and attendance to inform accurate and fair team selection.

Keep accurate records of students' progress and attendance in accordance with departmental and School policies.

Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of engagement and attainment and provide opportunities for all students to achieve their potential.

Manage student behaviour constructively, establishing and maintaining a clear and positive framework for discipline, with appropriate use of rewards and sanctions, in line with relevant School and departmental policies.

Assist Sport & PE staff with the delivery of lessons and co-curricular clubs.

To improve the department's use of Video Analysis, via VEO and be able to report back to Heads of Sport and present to performance teams where relevant.

### Co-Curricular Responsibilities

Assist in the organisation and coaching of sports teams throughout the year.

Attend home and away fixtures in both a coaching and officiating capacity.

Attend and promote Saturday sports provision whether it be at a fixture, tournaments or similar activities.

Assisting PE staff members to organise and run masterclasses for both SWPS students and Feeder Schools.

### Safeguarding, Health and Safety

Work with colleagues to create an enthusiastic and positive Sport & PE culture within the department.

To promote student welfare by setting high expectations and ensuring behaviours are managed in line with relevant school policies.

Ensure that all health and safety policies in relation to PE are rigorously adhered to in the interests of the safety and welfare of students and staff, reporting any concerns regarding health & safety and unsafe working practices without delay.

Understand and follow the SWPS Safeguarding Policy adhering to the school safeguarding procedures, taking appropriate action as required, working with colleagues, external agencies and services as appropriate and required, ensuring the promotion of all students' welfare.

#### **Communication and Administration**

Assist with departmental administrative tasks as required, e.g regular social media posting.

Ensure kit and equipment is stored and maintained to the highest standard.

Ensure that all areas in and around the Sports Centre are clean, clear and ready for physical activity.

Ensure prompt administration of matters relating to the role, ensuring deadlines are met.

Take registers promptly at the start of lessons and co-curricular activities. Attend events where department representation is required, in line with your role.

Communicate with students, parents and staff in an appropriate way and in line with School policies and protocols.

Carry out any reasonable task in relation to the sports programme as reasonably directed by the Director of Sport, SLT Line Manager and the Head.

#### **Professional Development**

Maintain an up-to-date knowledge and understanding of coaching practice.

Strive for professional development and learning through personal evaluation and reflection.

Complete any training courses required by the school.

Participate in the school's professional development and appraisal process.

All staff are expected to:  
Demonstrate a passion for sport and promote the benefits to students.

Support and promote the SWPS Sports' Mission Statement and Strategy.

Be committed to the aims, ethos and objectives of the department and the school.

Model sporting behaviour and maintain appropriate conduct towards players, officials, and spectators.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Have a flexible approach to working patterns including weekends and parts of school holidays.

Seek to implement actively the SWPS Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school, showing tolerance and respect.





# GRADUATE SPORTS ASSISTANT (PART-TIME, FIXED-TERM)

## SKILLS, EXPERIENCE & QUALIFICATIONS

### Qualifications and Experience

#### Essential:

Experience of playing/coaching netball, hockey or cricket at a suitably high level.

Be able to umpire netball, hockey and/ or cricket

Ability to create a stimulating and safe learning environment, which fosters engagement, energy and excellence

Previous experience of working with children or young adults

#### Desirable:

Degree

Coaching qualifications in either of the major sports of hockey, netball or cricket

First Aid Qualification

#### Knowledge, Skills and Abilities:

Ability to inspire and motivate students.

Ability to relate effectively and to earn the confidence of colleagues, students, and parents/carers

Ability to use strategies that effectively support the School's policies and procedures e.g., on safeguarding, health & safety, rewards and discipline, monitoring and tracking, etc.

Excellent organisational and time management skills

## PERSONAL ATTRIBUTES

Commitment to the aims, ethos and objectives of the School

Committed to safeguarding and to promoting the welfare of students

Professional and behaves with integrity

Enthusiastic to learn and energetic as a teacher/ coach

Confident, determined, and resilient

A highly positive and flexible attitude

Passion for all sports

Good communicator

Enjoyment of new challenges and experiences.

## CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.

## COMMITMENT TO SAFEGUARDING

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

# WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,  
EXCITING AND SUPPORTIVE PLACE TO WORK.  
THE SCHOOL OFFERS AN ATTRACTIVE RANGE  
OF BENEFITS

## BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate.

Fee remission.

Membership of group personal pension scheme with life assurance cover for nonteaching staff.

Learning and development opportunities.  
Outstanding subject facilities.

Access to Employee Assistance Programme (EAP).

Free lunch during term time, when working hours permit.

Limited free car parking on site.

Enhanced sickness and family friendly policies.

On site Fitness sessions for a small fee.

Strong tradition of on-going financial investment and development.

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all.

Staff Social Committee.

Warm and engaging working environment and an excellent staff room.

Access to a staff discount platform.



# JOIN US



## APPLICATION

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

## LOCATION

Full details are available at [www.swps.org.uk/contact-us](http://www.swps.org.uk/contact-us)

### By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

### By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S  
SCHOOL

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